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SECTION A

BEFORE ELECTION DAY . . . INSPECTOR

Use this pullout checklist to make sure you have completed all tasks before Election Day

Call Election Central at 533-5570 if you have any problems or discrepancies

- ☐ CHECK your *LARGE CANVAS BAG* (received at the training class):
- ☐ MAKE SURE you have your clear plastic data bag, keys and seal(s)
- ☐ MAKE SURE you have all four large plastic envelopes:
 - ☐ Green AV-1 (Voted Vote by Mail Ballot Envelopes)
 - ☐ Pink Envelope No. 2 (Voted Provisional Ballots)
 - ☐ Yellow Envelope No. 3 (Cert. Of Packaging and Sealing/Completed VRC's)
 - ☐ Blue Envelope No. 4 (Surrendered VBMs, Unvoted and Spoiled Ballots)
- ☐ CHECK the *ROSTER-INDEX* and all three *STREET INDEXES*
 - ☐ CHECK each page in each index to make sure that all the pages are there and all the pages are for your polling place
 - ☐ PLACE alphabetical tabs (located in the inside flap of your roster binder) on the:
 - ☐ *THE ROSTER / INDEX*
 - ☐ *STREET INDEXES*
- ☐ CHECK the payroll sheet found inside the *ROSTER / INDEX* for accuracy
- ☐ CONTACT your other election officers and remind them to be present at 6:30

a.m. on Election Day, (earlier if you need to set up poll Election Day morning)

- ☐ CHECK your *Supplies* using the Supply Checklist located in the inside flap of your roster binder.

REPORT any missing supplies to Election Central **IMMEDIATELY**

☐ CHECK YOUR POLLING PLACE

- ☐ VERIFY that you have access to polling place on Election Day (obtain key, if necessary)
- ☐ SET UP the polls as much as possible the day/night before (tables, chairs, booths and any signs which are to be posted inside)

**DO NOT SET OUT BALLOTS AND OTHER OFFICIAL TABLE MATERIALS
UNTIL ELECTION DAY MORNING!**

- ☐ CHECK to see that you have all requested supplies (i.e. heater, fan,) and, if required, chairs, tables, etc.

SECTION B

ELECTION DAY . . . BEFORE POLLS OPEN

Call Election Central at 533-5570 if you have any problems or discrepancies

INSPECTOR/ELECTION OFFICERS

- ☐ OPEN the blue ballot bag by breaking the yellow seal – place the seal in your clear plastic data bag - then remove and open the box of official ballots
- ☐ COMPARE the ballots received to the “Ballot Receipt” located in the inside flap of your roster binder.
 - ☐ Are the serial numbers the same?
 - ☐ Do the ballot styles match?
- ☐ COMPARE **each pad** of official ballots to the sample ballots
If they do not match, call Election Central (533-5570) **IMMEDIATELY**

THIS STEP IS MANDATORY FOR A SUCCESSFUL ELECTION

- ☐ WRITE the total number of official ballots received on line 1 of the *BALLOT STATEMENT* (first page inside the *ROSTER / INDEX*)
(Ballots come packed in pads of 50; minor party in Primary Elections, come packed in pads of 10)
- ☐ MAKE SURE all Election Officers are present during the opening and closing of the polls and during the busy morning and evening voting hours
- ☐ ADMINISTER the Oath of Office
- ☐ ASK all Election Officers to **SIGN** the OATH OF OFFICE AND DECLARATION (Page 2 in the *ROSTER / INDEX*) and have one officer, other than the Inspector, witness the Inspector’s signature.
- ☐ HAVE each worker CHECK the payroll for accuracy and **sign** in all the appropriate place(s) (Second Tab in the Roster Index)
Inspector must sign twice. IF YOU DON’T SIGN YOU DON’T GET PAID !!!
- ☐ SIGN SEALS for both voted and unused ballots
- ☐ PUT ON the identification badges. These badges must be worn from the time the

polls open until the polls are closed

- ☐ ASSIGN duties to be performed by the other Election Officers and train them, if necessary
- ☐ ASSIGN lunch and dinner breaks, making certain that a majority of election officers are on duty at all times
- ☐ SET UP the tables, chairs, and voting booths if not done previously

INSIDE POLLING PLACE

PLACE OR POST IN A CONSPICUOUS SPOT INSIDE THE POLLING PLACE:

- ☐ POST “*Instructions for Guidance of Electors*”
- ☐ HANG “No Smoking” signs and flags
- ☐ POST the two copies of the STREET INDEX labeled “PLEASE POST INSIDE AT DOOR” next to the entrance where they are clearly visible to Election Officers.
- ☐ POST one copy of the “Voter Bill of Rights” and “HAVA Requirements” poster.


PLACE ON OFFICIAL TABLE

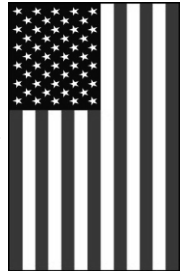
- ☐ Roster-Index
- ☐ Official Ballots
- ☐ Secrecy Folders
- ☐ List of Official Write-In Candidates (if any)
- ☐ One copy of *STREET-INDEX* (in street address order)
- ☐ “I Voted” stickers”
- ☐ Pens for signing Roster / Index
- ☐ The now empty blue supply box – seal both ends with the **SHORTER RED** plastic seals – to be used during the day for vote by mail ballots dropped at the polls and provisionals

AT A DIFFERENT TABLE OR IN A DIFFERENT AREA PLACE:

- ☐ Demonstrator Ballots (for practice)
- ☐ Sample Ballots
- ☐ Inspectors Guide and Election Officers Digest
- ☐ Miscellaneous Supplies (from ziplock bag)
- ☐ Ballot box with M-100 at the end of the official table

OUTSIDE OF POLLING PLACE

- ☐ HANG cloth United States flag in a visible location with the stars at the top left as you face the flag 
- ☐ POST "Polling Place/No Electioneering" and other sign(s), as appropriate
- ☐ POST "Voter Bill of Rights" in a conspicuous place both inside and outside the poll
- ☐ COMPLETE the Polling Place Accessibility Checklist regarding conditions on parking, ramps, and general accessibility to your poll (This may also be done when doing an hourly update of the Street Index)



REMEMBER: NEITHER ELECTION OFFICERS NOR VOTERS ARE TO DISCUSS CANDIDATES OR ISSUES IN THE POLLING PLACE!

Turn on AutoMark and M-100 precinct ballot scanner

- ☐ Confirm the serial number on the red seal that is clamped around the top of the AutoMark Plastic Security Bag is the same as the number on the Precinct Security Log. Write your initials next to the seal number on the log as proof of confirmation.



PRECINCT SECURITY LOG

Precinct #100003		Inspector _____		
AutoMARK	Serial # 105460294	Flash Card # 550003	Flash Card Seal # 55119205	Security Bag Seal # 6023560
Change to AutoMARK, flash card, and/or Security Seal(s)	Reason for change:	Reason for change:	Reason for change:	Reason for change:
	New Serial #	New Flash Card #	New Seal #	New Security Bag Seal #
	Election Officer Signature	Election Officer Signature	Election Officer Signature	Election Officer Signature

Cut the red seal off, trim the excess strap from the seal and place the seal in your clear plastic data bag. Discard the excess strap.



Keep the pink "Tamper" sign in a safe place. You will be re-attaching this sign to the machine at the close of the polls.

IF THE SERIAL NUMBERS DON'T MATCH OR IF THE SEAL HAS BEEN TAMPERED WITH, CALL ELECTION CENTRAL IMMEDIATELY – DO NOT PROCEED WITH THE SETUP OF THE AUTOMARK!!!

- ☐ Fold the plastic security bag down over the table.



- ☐ Confirm the serial number on the red seal that is affixed to the bottom left front corner of the AutoMark across the flash card compartment matches the number on the Precinct Security Log. Write your initials next to the seal number on the log as proof of confirmation.

- ☐ **IF THE NUMBERS DON'T MATCH
OR IF THE SEAL HAS BEEN BROKEN
OR SHOWS THE WORD "VOID", CALL
ELECTION CENTRAL IMMEDIATELY.
DO NOT PROCEED WITH SETUP!**

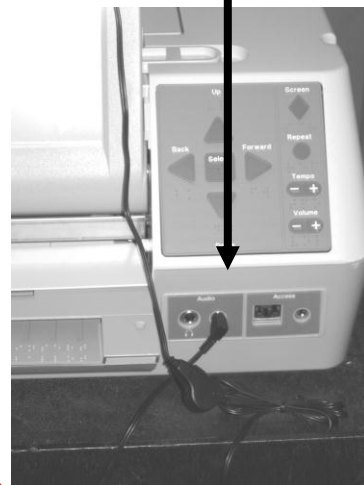


AutoMARK	Serial # 105460294	Flash Card # 550003	Flash Card Seal # 55119205	Security Bag Seal # 6023560
Change to AutoMARK, flash card, and/or Security Seal(s)	Reason for change:	Reason for change:	Reason for change:	Reason for change:
	New Serial #	New Flash Card #	New Seal #	New Security Bag Seal #
	Election Officer Signature	Election Officer Signature	Election Officer Signature	Election Officer Signature

- ☐ Get the keys from your clear plastic data bag. Insert the gold key into the “ON/OFF” switch and turn to “ON”. The green light will appear over the “ON” position and the unit will begin the setup procedures. Be sure to do this first – it takes about five minutes to load the information. When information is loaded, remove the key, slip the wrist coil around your wrist and wear it throughout the day.

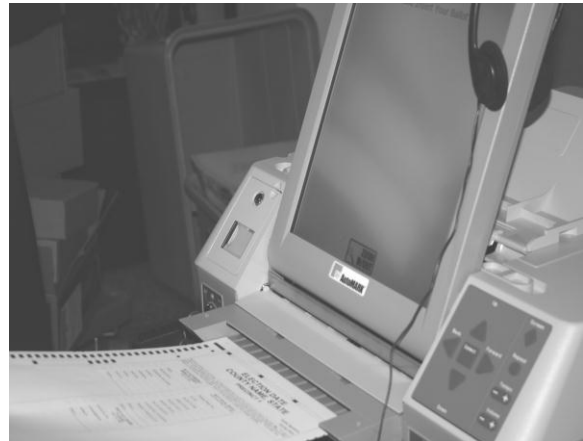
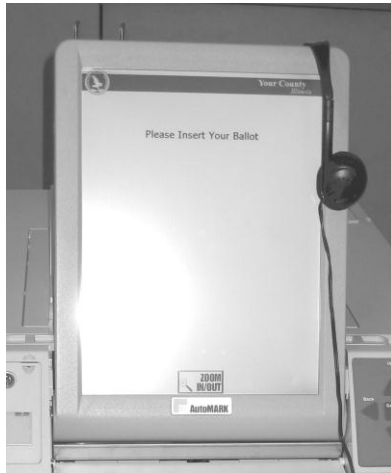


- ☐ Plug the headset into the “Audio” socket located on the right side in front of the monitor, on the right side.



ONLY PLUG THE HEADSET IN WHEN A VOTER WISHES TO USE IT!
OTHERWISE, JUST SET THE HEADSET, UNPLUGGED, ON THE TOP OF THE UNIT BEHIND THE SCREEN. IF IT IS PLUGGED IN CONSTANTLY, VOTERS CAN HEAR THE AUDIO AND OTHERS MAY BE ABLE TO HEAR HOW A VOTER HAS CAST HIS/HER BALLOT!

- ☐ When the words “Please Insert Your Ballot” appear on the screen, the unit is ready for voting. Run one real ballot, not a demonstrator ballot, through to make sure the AutoMark is operating properly.



Do not vote the ballot, just tap on “Exit” at the bottom of the screen and eject the ballot. IF YOU GET ANY ERROR MESSAGE AND THE BALLOT DOES NOT LOAD, TURN THE AUTOMARK OFF, THEN ON AGAIN AND RE-TRY. IF THE BALLOT WON’T LOAD THE SECOND TIME, CALL ELECTION CENTRAL IMMEDIATELY!!!

M-100 SETUP

- ☐ Confirm the serial number on the red seal that is clamped around the top of the M-100 Plastic Security Bag is the same as the number on the Precinct Security Log. Write your initials next to the seal number on the log as proof of confirmation.



M-100	Serial#	Memory Card#	Memory Card Seal#	Security Bag Seal#
	100101	100000	55126206	8002167
Reason for change:	Reason for change:	Reason for change:	Reason for change:	Reason for change:
Change to AutoMARK, flash card and/or Security Seal(s)	Reason for change:	Reason for change:	Reason for change:	Reason for change:
	New Serial#	New Memory Card#	New Seal#	New Security Bag Seal#
	Election Officer Signature	Election Officer Signature	Election Officer Signature	Election Officer Signature



Cut the red seal off, trim the excess strap from the seal and place the seal in your clear plastic data bag. Discard the excess strap.



Keep the pink "Tamper" sign in a safe place. You will be re-attaching this sign to the machine at the close of the polls.

**IF THE SERIAL NUMBERS DON'T MATCH OR IF THE SEAL HAS BEEN TAMPERED WITH,
CALL ELECTION CENTRAL IMMEDIATELY – DO NOT PROCEED WITH THE SETUP OF THE
AUTOMARK!!!**



Roll the Plastic Security Bag down to the floor and tuck the top of the roll under the ballot box for safety concerns. The bag is slippery and, if stepped on, could be very hazardous.

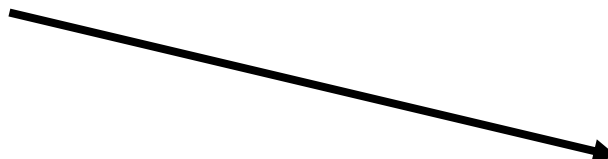


- ☐ Confirm the serial number on the yellow seal that is affixed to the front of the M-100 under the ballot feed tray matches the number on the Precinct Security Log. Write your initials next to the seal number on the log as proof of confirmation.

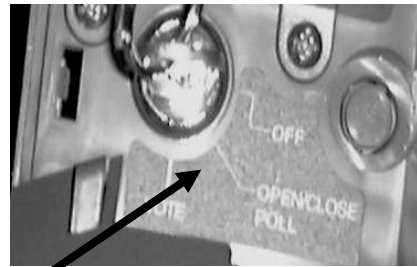


IF THE SERIAL NUMBERS DON'T MATCH OR IF THE SEAL HAS BEEN TAMPERED WITH, CALL ELECTION CENTRAL IMMEDIATELY – DO NOT PROCEED WITH THE SETUP OF THE M-100!

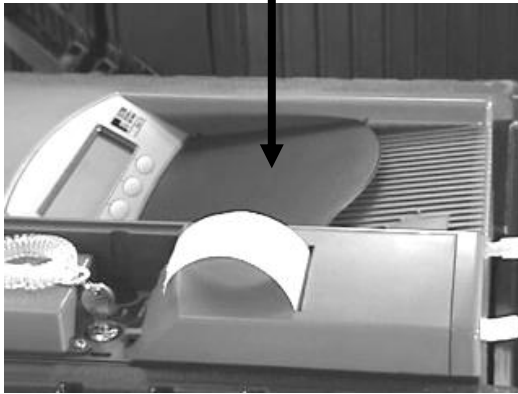
- ☐ Remove your keys on the wrist coil on your wrist and insert the Precinct Ballot Counter Key (red identifier) in the key switch. The key should be in the “off”



position.



- ☐ TURN the key to the "OPEN/ CLOSE POLL" position. The printer will automatically begin printing the "Zero Totals" report.



- ☐ VERIFY that all contests apply to your polling place and that all show zero votes cast.

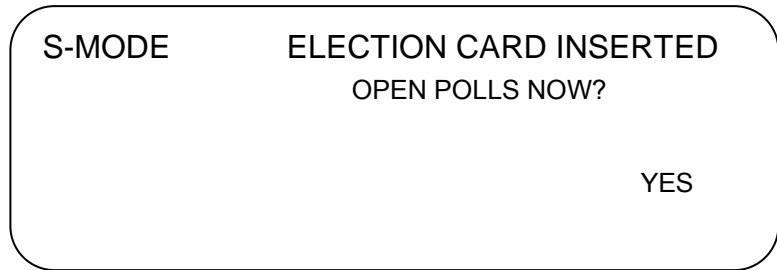
GOVERNOR:	
Tom Jones.....	0
John Adams.....	0
Write in.....	0
LT. GOVERNOR	
Jane Doe.....	0
Joe Black.....	0
Write In.....	0

- ☐ TEAR OFF the report and have two board members sign at the bottom. Then place the signed zero report in the clear plastic data bag.

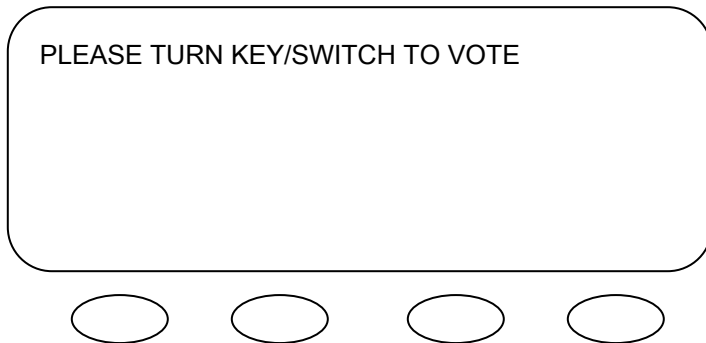


☐ CHECK the LCD Screen.
It should read "ELECTION CARD
INSERTED OPEN POLLS
NOW?"

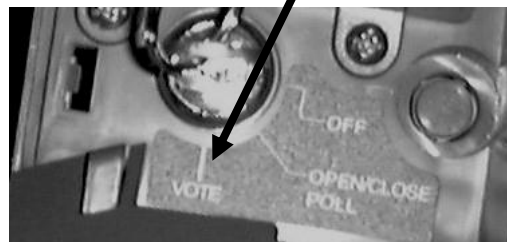
**IF THIS READING DOESN'T
APPEAR, CALL ELECTION
CENTRAL IMMEDIATELY!**



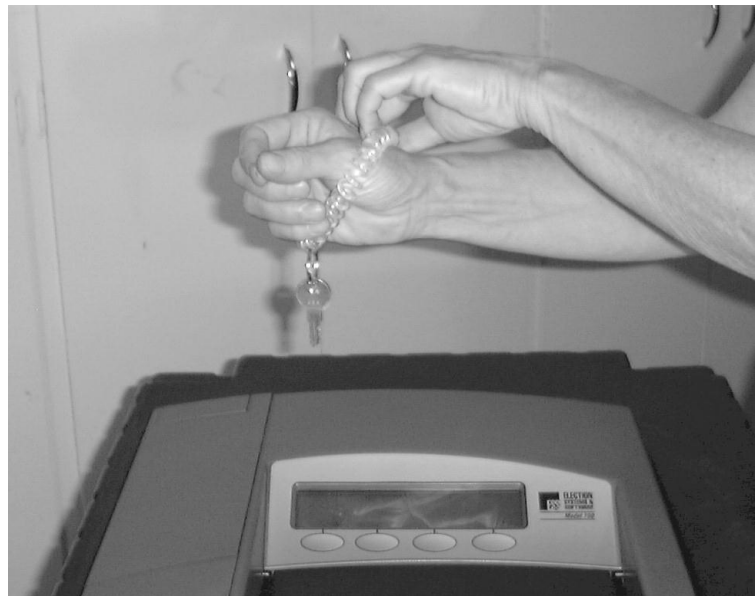
PRESS the menu button directly
below the "YES" prompt to open
the polls.



**LCD screen will now read
"PLEASE TURN KEY/ SWITCH
TO VOTE". TURN KEY TO
"VOTE" POSITION.**



☐ REPLACE the wrist coil with
the keys on your wrist (Inspector)
and wear the coil until the closing
procedures are completed.



SECTION C

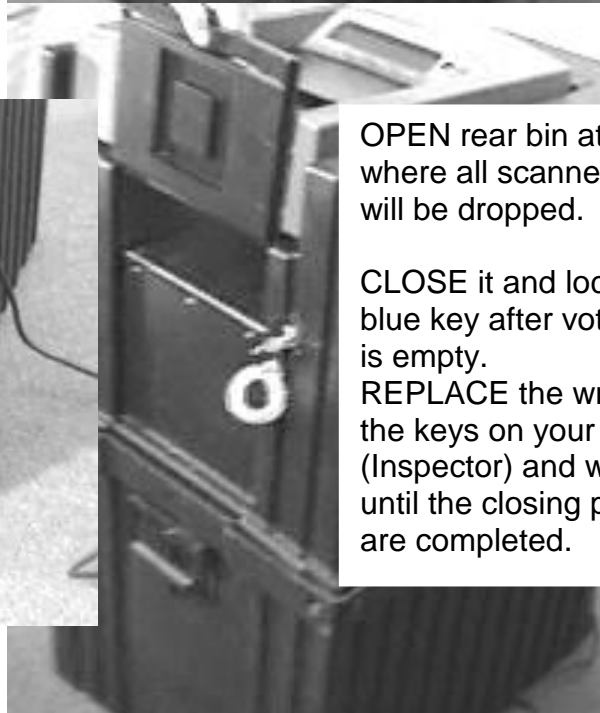
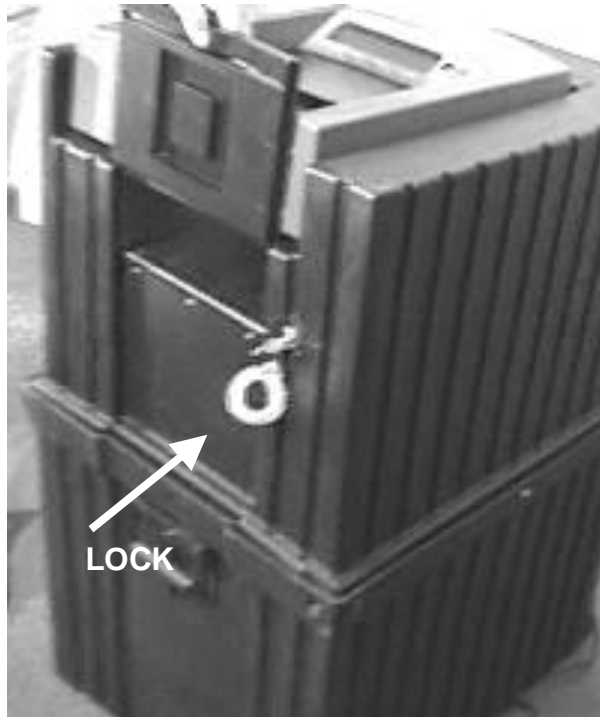
OPENING THE POLLS - SERVING A VOTER:

INSPECTOR:

1. LOUDLY ANNOUNCE **"The Polls Are Open"** promptly at 7:00 a.m.
- 2 SHOW empty ballot compartments to the first voter:

OPEN the Auxiliary Bin by raising the front cover.

LOWER IT AND lock it with the blue key on the wrist coil after voter verifies it is empty.



OPEN rear bin at back of unit where all scanned ballots will be dropped.

CLOSE it and lock it with the blue key after voter verifies it is empty.

REPLACE the wrist coil with the keys on your wrist (Inspector) and wear the coil until the closing procedures are completed.

**DO NOT, UNDER ANY CIRCUMSTANCES, OPEN THE BALLOT BOX UNTIL AFTER
THE POLLS ARE CLOSED!**

USING THE AUXILIARY BIN & SETTING UP BLUE SUPPLY BOX FOR PROVISIONALS & VOTE BY MAIL BALLOTS DROPPED AT THE POLLS



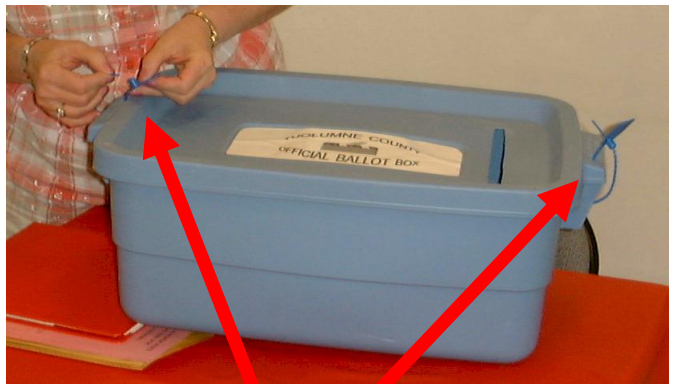
ONLY USE THE AUXILIARY BIN FOR BALLOTS THAT ARE NOT ACCEPTED BY THE SCANNING UNIT.

NOTE: In case of power failure, the Auxiliary Bin will also be used for all regularly voted ballots until power is restored.

These ballots must be fed into the scanner when power is restored.

EXCEPTION: If the power failure happens after 6 p.m. you may continue scanning the ballots as the Precinct Ballot Counter is able to run on battery power for two hours.

Also, seal the blue supply box using the seals provided in your supplies. This box will be used to collect vote by mail ballots dropped at the polling place and provisional ballots voted at your location during the day.



Be sure to seal both ends and do not open until the end of the day.

EQUIPMENT USAGE AND STUDENT POLLWORKER SURVEY FORM

Assign one worker to maintain this form during the day. Keep a tally of how many times the AutoMark is used by a voter, how many times you needed to call the Elections Office, and if you were assigned a student, how many times the student assisted a voter with the equipment. The instructions at the top tell you what to do with the form at the end of the day.

TO BE COMPLETED BY EVERY INSPECTOR



EQUIPMENT USAGE AND STUDENT POLLWORKER SURVEY

100003

INSPECTOR INSTRUCTIONS: All inspectors please complete the stats box below. If you did not have a student working for you in this election, leave #3 in the stats box blank. For those who had students working, please complete the stats box and check one statement in each category numbered 1 through 10 below the stats box, that best describes your student pollworker's attitude and performance. Additional comments are welcome. After you have completed this form, please fold it and return it to the Elections Office in your clear plastic data bag.

STATS:

1. Number of times the "AutoMARK" machine was used: _____

2. Number of times the Elections Office was called for: _____ voter help
_____ Machine help

3. Number of times student assisted voters with machine use: _____

4. Number of vote by mail ballots received at polling location: _____

5. Number of provisional ballots prepared at polling location: _____

1. PUNCTUALITY
Always on time
Usually on time
Frequently late

2. ATTENDANCE
Outstanding
Seldom absent
Frequently absent
Number of days: _____

3. PERSONAL APPEARANCE
Always appropriate for job
Occasionally not appropriate
Is unrepresentative

4. ATTITUDE TOWARD LEARNING
Is enthusiastic, cooperative,
eager to do a good job.
Generally cooperative
Reluctant to do more than required
Uncooperative, put out little effort

5. ATTITUDE TOWARD SUPERVISOR
Pleats by suggestions
Has difficulty accepting correction
Accepts correction but doesn't act on it
Reverts correction

6. RELATIONS WITH OTHERS
Is courteous and considerate of others
Should be more considerate
Has been discourteous or rude

7. INITIATIVE
Initiates tasks, is self-directed
Requires normal direction
Must have considerable direction

8. WORK HABITS
Observes all safety (or sanitation)
Rules, generally careful
Usually observes safety rules
Careless and/or unsafe work habits

9. QUALITY OF WORK
Is accurate, attentive to details
Usually accurate and reliable
Many errors; careless attitude

10. JOB PERFORMANCE
Works efficiently/output satisfactory
Occasionally lacks consistency
Output unsatisfactory
Works well independently
Works well with supervision

Notes/Comments: _____

How would you rate your student pollworker's work in this election? Check one:
____ Above Average _____ Satisfactory _____ Needs Improvement

Inspector's Signature _____

IN THE EVENT OF ANY AUTOMARK OR M-100 MALFUNCTION, PLEASE COMPLETE A VOTING EQUIPMENT INCIDENT REPORT. FORMS ARE LOCATED IN THE BACK COVER POCKET OF YOUR ROSTER INDEX.

VOTING EQUIPMENT INCIDENT REPORT

Date/time of occurrence: _____ Incident #: _____

Polling place (or other location): _____

Equipment Involved (circle what applies): M-100 / AutoMARK

Equipment Serial Number: _____

Report Completed by (name and telephone): _____

☐ Voter ☐ Pollworker ☐ Other: _____

Voter name & telephone (if applicable): _____

Name/telephone of others who observed incident: _____

Incident Description

1. Type of problem:

☐ Equipment dead or power failed

☐ Equipment frozen or otherwise non-operational (describe below)

☐ Ballot jammed

☐ Printer jammed

☐ Printer out of paper

☐ Incorrect ballot or contests displayed

☐ Vote not recorded properly

☐ Audio not functioning

☐ Physical access issue

☐ One or more security seals compromised (identify seal numbers below)

☐ Other (describe in detail below)

2. Detailed description of problem/symptom: _____

3. Describe actions leading up to the incident (e.g., voter inserted ballot to start voting, voter inserted ballot with stub still attached, pollworker turned on device to open/close polls, etc)

4. Error message or code displayed (in any): _____

5. Number displayed on equipment public counter (if applicable): _____

8/17 Voting Equipment Incident Report.doc

Action Taken

6. Was problem observed/confirmed? ☐ Yes ☐ No By Whom: _____

7. When was elections office notified?

Date/time: _____ Who was contacted: _____

Instructions they provided: _____

8. Identify actions taken to resolve the problem: _____

9. Was equipment removed from service immediately? ☐ Yes ☐ No

10. Was equipment replaced? ☐ Yes ☐ No

a. If yes, the time: _____

b. If no, why equipment was not replaced: _____

11. Other information about incident: _____

RECORD OF SECURITY SEALS

Device/Location	Failed Equipment	Replacement Equipment

8/17 Voting Equipment Incident Report.doc

SERVING AND PROCESSING THE VOTER:

1. ASK the voter to state his/her address.
2. LOCATE the voter's address in the *STREET INDEX* (streets are in alphabetical order).

If the address is not listed in the *STREET INDEX*, see **SECTION D**.

3. ASK the voter's name and locate the voter on the Roster / Index.
 - a. If the voter's name is not listed, or is not listed at the address indicated on the STREET INDEX, **GO IMMEDIATELY TO SECTION G. (Provisional Ballots)**
 - b. VERIFY the voter did not receive a vote by mail ballot and/or is not a first time Federal voter.

Voters who have been mailed a vote by mail ballot are identified by the words *****ABSENTEE VOTER***** in the signature column of the Roster / Index.

First time Federal voters are identified by gray shading and the words "ID REQUIRED" in the signature column.

These **first** time voters must provide a California Driver's License, State ID, the last four digits of their social security number or other identification approved by the Secretary of State for the purpose of identification.

This ID or Social Security number must be written in on the last page of the Active Roster / Index by the voter's printed name.

If the voter is unable to produce the required ID, then he/she must vote a Provisional ballot (see Section G).

- c. If the voter's address and name match, proceed to #4.



NOTE: If the voter indicates to you that he/she is not on your ROSTER/INDEX but was sent here by another polling place or Election Central, go to SECTION G and follow the instructions for voting a provisional ballot.

4. REPEAT the voter's address and name and request confirmation.
5. DRAW a line through the voter's name on the *STREET / INDEX* (names listed in street order) on the Official table copy.
DO NOT DRAW A LINE THROUGH NAME ON ROSTER-INDEX!
6. ASK the voter to sign his/her name in the *ROSTER-INDEX*.



Turn the Roster to face the voter. **DO NOT** allow the voter to sign the Roster/Index with it facing you. This results in the signature being upside down and creates problems during the canvass when giving the voter credit for voting.

7. INSTRUCT voters, if necessary, on the proper method of marking the official ballot.
 - a. USE a demonstrator ballot and pen. Allow voters more instruction and practice time, if necessary.
 - b. KEEP the demonstrator ballots at the Secondary Table.

8. WRITE-IN VOTES:

Space is provided on the **OFFICIAL BALLOT** for **WRITE-IN** candidates. The voter needs to **BOTH** write in the name of the candidate **AND** fill in the voting oval. Only write-in votes for **officially qualified** write-in candidates will be counted. A list of qualified candidates, if any, is located in the inside flap of your roster binder.

9. **ISSUE BALLOTS IN SERIAL NUMBER ORDER, STARTING WITH THE LOWEST NUMBERS.**

GIVE the voter the **appropriate** official ballot when a booth is available.

IMPORTANT: (THE VOTER'S BALLOT TYPE IS LISTED ON THE ROSTER, ON THE LOWER RIGHT CORNER OF THE BALLOT, AND IN RED IN THE RIGHT MARGIN OF THE BALLOT.)

10. GIVE the voter a secrecy folder and direct the voter to a vacant voting booth, table or the AutoMark machine.

NOTE: IF A VOTER WANTS TO USE THE AUTOMARK, YOU MUST REMOVE THE STUB FROM THE BALLOT. GIVE THE STUB AND BALLOT TO THE VOTER; THE AUTOMARK WILL THEN ACCEPT THE BALLOT!

ALSO NOTE: When all ballots from a pad have been used, place the stubs inside the box the ballots came in. The extra ballot box is only for voted ballots!

11. MAKE CERTAIN the voter returns the voted ballot in the secrecy folder, with stub showing.
 - a. If stub is not showing, ask the **VOTER** to rearrange the ballot in the folder.

DO NOT LOOK for the stub yourself. Always have the voter reposition the ballot so the stub is showing.

IF THE VOTER HAS ALREADY REMOVED THE STUB THAT IS OK.

- b. If there is a **pink mark** on the stub and/or the ballot is inside a **pink folder**, direct the voter to return the ballot to the individual that issued the ballot.

BALLOTS WITH PINK MARKS ARE PROVISIONAL/FAILSAFE BALLOTS (See Section G)

PLACE ALL VOTED PROVISIONAL BALLOTS IN THEIR PINK ENVELOPES IN THE BLUE BALLOT BOX.

12. SEPARATE the voter's stub from the ballot by bending, then tearing, at the perforation and give the stub to the voter.
13. ASK the voter to feed the ballot into the **M-100 precinct ballot scanner**.
14. RETURN empty secrecy folder to Official Table for re-use.
15. Give the voter an "I Voted" sticker.



If you notice a voter leaving before placing the ballot in the ballot box, try to write their name or description (i.e. tall red haired man) on the back page of the *ROSTER-INDEX*.

This can help in balancing at the close of the polls.
You may not see a person leave without voting their issued ballot, but, if you do, making a notation can help if you are off by one ballot.

VOTERS WHO ARE UNABLE TO GET TO THE POLL:

UNDER NO CIRCUMSTANCES are you ever to give a ballot to a person to take to a voter outside in a car or at home.

See Section "H" for instructions regarding disabled voters and voters needing assistance.



VOTING TIME ALLOWED IN BOOTH:

Allow voters as much time in the voting booth as needed, if no other voter is waiting to use the booth. In any case, allow the voter at least 10 minutes.

SECTION D

IF THE VOTER'S NAME IS NOT FOUND IN THE ACTIVE VOTER SECTION OF THE *ROSTER / INDEX*, OR THE ADDRESS IS NOT IN THE *STREET INDEX*:

LOOK UP voter in the "Street Poll Place Look-Up" Book, which is arranged by street name, to find out what precinct this voter belongs in and where the voter should go to vote.



IF YOU ARE UNABLE TO LOCATE THE CORRECT POLLING PLACE USING THE "STREET POLL PLACE LOOK-UP" BOOK, DO THE FOLLOWING:

CALL Election Central at 533-5570 to see if the voter is registered in another precinct. We will give you instructions on how to proceed.

If you are unable to contact us, inform the voter that he/she may vote a provisional ballot (see Section "G").

Please encourage voters to vote at their appropriate polling place.

SECTION E

VOTER SPOILS BALLOT:

If a voter spoils or defaces a ballot, he/she may be issued up to **two** additional ballots.

1. **DO NOT** DETACH stub, and **DO NOT** EXPOSE choices of the voter on the spoiled ballot. (Exception would be if the voter was using the AutoMark, in which case the stub would have been removed prior to voting)
2. ASK voter to write "SPOILED" on the front and back of the original ballot. (If the voter spoils two ballots, treat the second ballot in the same manner.)
3. PLACE spoiled ballots in **ENVELOPE 4**.
4. **DO NOT** TEAR UP BALLOT.

SECTION F

PERSON RETURNS VOTE BY MAIL BALLOT:

A voted vote by mail ballot may be turned in at **any** polling place up to the time the polls close.

The ballot may be returned by the voter; or if the voter is unable to do so because of illness or other physical disability, the ballot may be returned by the voter's spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the voter.

If the envelope is BLUE, it is a “**7 DAY**” ballot. Anyone designated by the voter may return it.

WHEN YOU RECEIVE A VOTED VOTE BY MAIL BALLOT:

1. Check to ensure the identification envelope is sealed, that the voter has signed it and the residence address is completed.
2. **IMMEDIATELY** PLACE the voted vote by mail ballot in the Blue Ballot box.



DO NOT accept the ballot if it is not sealed inside an identification envelope.
If the voter does not have an identification envelope, provide one from your supplies
and proceed as instructed in #1 above.

**REMEMBER TO PRINT THE NAME AND ADDRESS OF THE VOTER ON
THE BACK OF THE ENVELOPE**

VOTE BY MAIL VOTER WISHES TO VOTE AT POLLING PLACE INSTEAD:

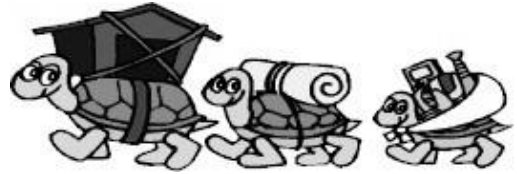
A vote by mail voter may vote in the precinct polling place, using a precinct ballot instead of the issued vote by mail ballot, **if** the voter **surrenders** his/her vote by mail ballot **and** the voter's name is on your *ROSTER-INDEX*.

1. ASK the voter to SURRENDER the **UNVOTED VOTE BY MAIL BALLOT**.
2. WRITE “VOTED AT POLLS” on the front of the surrendered vote by mail ballot envelope.
3. PLACE surrendered vote by mail ballot sealed in the Identification Envelope in **ENVELOPE 4**.
4. HAVE the voter SIGN the roster over the words “Vote by Mail Voter”.
5. ALLOW the voter to vote as instructed in Section C.

NOTE: IF THE VOTER DOES NOT HAVE A VOTE BY MAIL BALLOT TO SURRENDER, FOLLOW THE INSTRUCTIONS FOR PROVISIONAL BALLOTS (Section “G”).

SECTION G

VOTING A PROVISIONAL BALLOT:



NO PROVISIONAL VOTER MAY USE THE AUTOMARK TO VOTE – MUST USE A PAPER BALLOT!

1. ASK THE VOTER IF HE/SHE MOVED

AND, IF SO, WHEN THE MOVE TOOK PLACE.

- A. If the voter moved **AFTER OCTOBER 20, 2014** (E-15) and the voter was previously registered in your precinct:
 - (1) ASK the voter to complete a voter registration card.
 - (2) ALLOW him/her to vote a regular ballot following procedures in Section “C”.
 - (3) **PLACE** the completed voter registration card in **Envelope #3** **BEFORE** the voter votes.
- B. If the voter moved **ON OR BEFORE OCTOBER 20, 2014** (E-15) the voter should vote in the precinct in which he/she now resides under Failsafe voting procedures.

2. INFORM THE VOTER THAT:

- A. The ballot will not be counted **UNLESS AND UNTIL** Elections Central establishes the voter’s right to vote based upon examination of registration records and NVRA Guidelines.
- B. The ballot will be sealed in a pink provisional envelope and the voter must complete ALL sections on the back of that envelope (Declaration).
- C. A new voter registration card **must** be completed.
- D. The voter can call Election Central 28 days after the election to see if ballot was counted and if not, why not.

3. COMPLETE THE CHECKLIST ON THE PINK PROVISIONAL BALLOT ENVELOPE:

- A. WRITE the **six digit** precinct number on the front of the pink provisional envelope in the LOWER PORTION after “Precinct #”.
- B. WRITE the Ballot Type BELOW PRECINCT #.
- C. PRINT the name of the Pollworker on the line provided.
- D. INDICATE the reason the provisional ballot is being issued by checking one of the three boxes.

SKIP to Step 4 for a vote by mail voter **OR** CONTINUE with the following instructions for all other voters.

- E. GIVE THE VOTER A NEW VOTER REGISTRATION CARD.
Make sure the voter completes the ID SECTION FOR Driver's License Number, State ID Number or the last four digits of the Social Security Number.
- F. The number must also be written on the LAST PAGE of the Roster/Index by the name of the "first time" voter.

4. HAVE VOTER COMPLETE THE INFORMATION ON THE BACK OF THE ENVELOPE:

- A. PRINTED name, citizenship status and age status. **(MANDATORY)**
- B. Voter's CURRENT residence address.
- C. Voter's CURRENT mailing address, if different from residence address.
- D. Voter's PREVIOUS address if a move has taken place.
(For vote by mail voters indicate "n/a".)
- E. Daytime Phone # (Optional).
- F. Date of birth.
- G. Place of birth.
- H. Driver's License #. **(MANDATORY)**
- I. Voter's signature. (Without the signature, the voter's ballot will not be counted.)
- J. Today's date.

- 5. ISSUE THE BALLOT AND PINK SECRECY FOLDER TO ALLOW THEM TO VOTE.
MAKE SURE TO MARK THE BALLOT, IN THE TOP RIGHT HAND CORNER OVER THE
BALLOT TYPE WITH THE PINK HIGHLIGHTER PROVIDED IN YOUR SUPPLIES.**

**DO NOT ASK ANY PROVISIONAL VOTER
TO
SIGN THE *ROSTER / INDEX!***

6. TELL THE VOTER TO RETURN THE BALLOT, PROPERLY PLACED IN THE PINK SECRECY FOLDER, TO THE ISSUING PRECINCT WORKER.
7. REMOVE THE STUB WHEN THE VOTER RETURNS THE VOTED BALLOT AND ASK THE VOTER TO FOLD AND SEAL THE BALLOT INSIDE THE PROVISIONAL ENVELOPE AFTER REMOVING IT FROM THE PINK SECRECY FOLDER.
8. PLACE THE PINK PROVISIONAL BALLOT ENVELOPE, WITH THE BALLOT SEALED INSIDE AND THE COMPLETED VOTER REGISTRATION CARD INSERTED IN THE BACK FLAP, INTO THE BLUE BALLOT BOX.
9. GIVE THE VOTER THE BALLOT STUB, THE STUB FROM THE VOTER REGISTRATION CARD, AND A GREEN "VOTER INFORMATION SHEET", WHICH EXPLAINS THE PROVISIONAL VOTING PROCESS AND AN "I VOTED" STICKER".
10. INSURE that:
 - A. All portions of the checklist have been completed.
 - B. A new voter registration card is to be placed in ENVELOPE #3.

REMEMBER: A **VOTE BY MAIL** voter who does not have a ballot to surrender **is not required to complete** a new voter registration

SECTION H

VOTER IS DISABLED OR CAN'T GET TO THE POLLING PLACE

UNDER NO CIRCUMSTANCES are you ever to give a ballot to a person to take to a voter outside in a car or at home.

If the voter is at home, call **Election Central at 533-5570**. We **may** be able to arrange for a ballot to be delivered to the voter's home.

IF THE VOTER IS OUTSIDE IN THE CAR AND IS UNABLE TO COME INSIDE TO VOTE:

1. TAKE the *STREET INDEX* from the official table to check the voter's address and the *ROSTER / INDEX* for the voter to sign.
2. ALSO TAKE a ballot, secrecy envelope and pen for the voter to mark the ballot.
3. RETURN the *ROSTER / INDEX* and *STREET INDEX* to the official table.
4. WAIT an appropriate length of time for the voter to complete voting.
5. TAKE an "I Voted" sticker with you and give the sticker and ballot stub to the voter.
6. COLLECT the voted ballot, in the secrecy folder, and insert it into the Model 100 precinct ballot scanner.

VOTER NEEDS ASSISTANCE MARKING BALLOT:

If the voter prefers assistance rather than using the AutoMark, up to two persons of the voter's choosing may assist a voter in marking a ballot.

An Election Officer may also assist the voter.

REMEMBER to print the voter's name on the Assisted Voter List located on Page 3 of the *ROSTER-INDEX*. (Use the back of the page for more names, if required.)

DISABLED VOTER BOOTH:

An AutoMark ballot marker and a specially designed disabled voter booth will be supplied to your poll.

Anyone may use either media when there are no disabled voters waiting to vote.



SECTION I

HOURLY RESPONSIBILITIES

UPDATE STREET INDEX TO THE REGISTER HOURLY (REQUIRED BY LAW!):

1. **IMPORTANT**, TAKE the *STREET INDEX* with the PINK cover from the Official Table and update the hanging copy of the *STREET INDEX* with the PINK cover labeled "TO BE UPDATED HOURLY", located at the door to the polling place, every hour until 6:00 p.m.
2. DRAW a line through the name of each voter listed on the PINK hanging *STREET-INDEX* who has voted in the past hour.

REMEMBER there are two street indexes at the door. ONLY update the index with the PINK cover.

3. PLACE a check mark next to that voter's name on the PINK *TABLE INDEX*. This will help you keep track of voters you already marked off on the PINK *HANGING INDEX* when you go back to update the PINK *HANGING INDEX* the next hour.

INSPECT BOOTHS HOURLY:

1. INSPECT the booths to make sure that only **Official** signs and voting materials are in the booths.
2. REMOVE anything a voter may have left behind, especially campaign materials and sample ballots.
3. FOLD THE BOOTH CLOSED if there is anything written in the booth which cannot be removed to prevent any inadvertent electioneering or campaigning.

SECTION J

CLOSING THE POLLS

Call Election Central at 533-5570 if you have any problems or discrepancies.

1. ANNOUNCE LOUDLY, promptly at 8:00 p.m.: **"THE POLLS ARE CLOSED"**.
2. PERMIT everyone in line to vote, but **DO NOT** allow anyone who arrives **AFTER** 8:00 p.m. to vote. Have an Election Officer stand at the end of the line, if necessary.
3. BEGIN closing procedures after all persons have voted.



PROCESS UNUSED BALLOTS *BEFORE* OPENING BALLOT BOX:

1. COUNT unused ballots and enter number on **LINE 2**, of Ballot Statement found in the front of the *ROSTER / INDEX*.

NOTE: Official ballots are issued in pads of 50.
In Primary Elections, minor party ballots are issued in pads of 10.
Be careful when counting partial pads.
If you use the Ballot Stub Serial Numbers to calculate unused ballots, be sure you subtract the number on the stub of the last ballot used, from the number of the last ballot in the pad; otherwise you will be off by one.

2. PLACE all unused ballots and stubs from completely used pads of ballots in the original box the ballots came in. DO NOT seal the box until you have balanced your Ballot Statement
3. ASSIGN at least one Election Officer to:
 - A. COUNT spoiled ballots in Envelope 4. Enter total on **LINE 3** of the Ballot Statement and on the front of Envelope 4.
 - B. COUNT surrendered Vote by Mail Ballots in Envelope 4. Enter total on the front of Envelope 4.
 - C. COUNT the provisional ballots placed in the blue ballot box during the day.
 1. Cut the seals on both ends and place them in the ziplock bag of miscellaneous supplies.
 2. Count the voted provisional ballots and enter the total on line 4 of the ballot statement.

3. Seal the voted provisional ballots in Envelope #2 and enter the total on the front of the envelope.
4. Record the numbered Provisional ballots on the equipment usage stats.

PROCESS THE VOTED BALLOTS:

STEP 1.

UNLOCK the Auxiliary Bin with the Ballot Box Key (blue identifier) and remove any unscanned ballots.

IF YOU HAVE ANY VOTED BALLOTS YOU WERE UNABLE TO SCAN DURING THE DAY THAT WERE DEPOSITED INTO THE AUXILIARY BIN, THESE MUST BE SCANNED THROUGH THE PRECINCT BALLOT COUNTER IMMEDIATELY BEFORE PROCEEDING WITH CLOSING THE POLLS.



STEP 2.

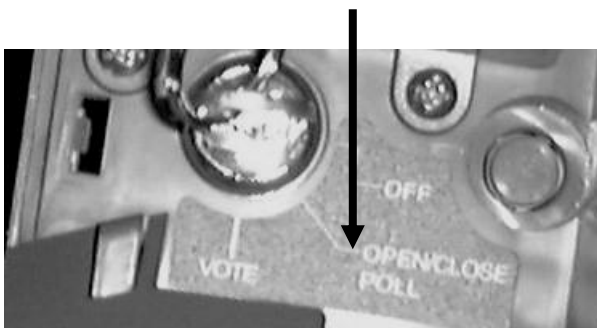
UNLOCK the Ballot Access Door in the rear of the Precinct Ballot Counter with the same blue key, remove the voted ballots and stack them neatly.



NOTE: THEY NEED TO BE STACKED with the notches in the upper right corner matching.

STEP 3.

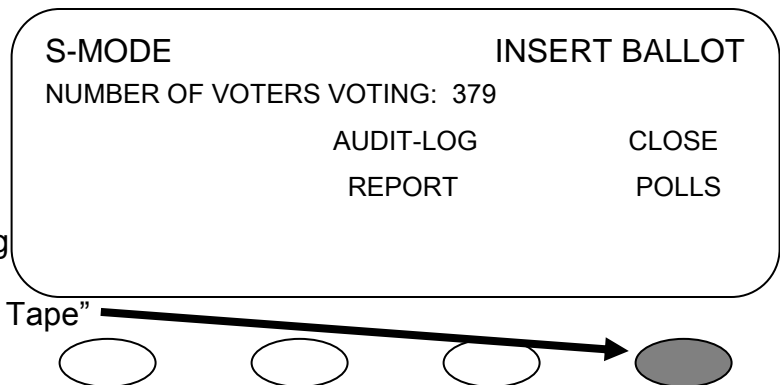
OPEN the key access panel on the top of the ballot scanner. Insert the Precinct Ballot Counter Key (red identifier) and turn the key to "OPEN/CLOSE POLL".



The "CLOSE POLLS" option will appear in the bottom right corner of the LCD Screen.

SELECT "CLOSE POLLS" by pressing the menu button directly below "CLOSE POLLS." The "Totals Report Tape" will automatically begin printing.

Two copies of the final report will be printed automatically.



EVERYBODY MUST SIGN THE BOTTOM OF BOTH TAPES.



GIVE the report tape and all voted ballots to the team packing up the supplies and completing the ballot statement.

WRITE the number of voted ballots (taken from the report) on **Line 5** of the Ballot Statement and pack all ballots in the additional ballot box.

PRECINCT # 500045
ROSTER/INDEX
OF PERSONS VOTING IN THE
NOVEMBER 4, 2003 UDEL ELECTION

BALLOT STATEMENT

Line 1: Total number of ballots received from the Elections Office (This number should be the same number as on the ballot receipt) 950

Line 2: Total number of ballots remaining unused 558

Line 3: Total number of spoiled ballots 2

Line 4: Total number of Provisional Ballots in pink envelopes 3

Line 5: Total number of ballots taken from Ballot Box (Do not include AI or Provisional Ballots) 587

Line 6: Total number of ballots accounted for (Total of lines 2,3,4 & 5) 587

Line 7: Number of Signatures in Roster/Index; same as Total TALLY # 587

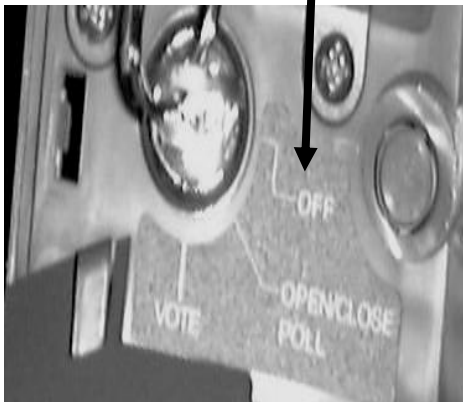
If there is a difference between Line 1 and Line 6, OR between Line 5 and Line 7, please explain here.

Place the signed copy of the Totals Report Tape in the clear plastic data bag.



STEP 5:

TURN the Precinct Ballot Counter Key (red identifier) to the "OFF" position.



Remove key and place in the clear plastic data bag.



LOCATE the yellow seal on the front of of the Precinct Ballot Counter.



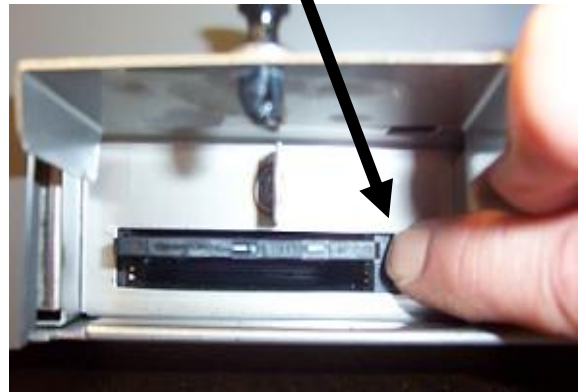
BREAK THE yellow portions apart, then lightly twist the seal – the metal portion will break.



PLACE both portions of the broken seal in your clear plastic data bag.



RAISE the metal flap that was locked with the yellow seal and locate the eject button to the right of the memory card. Push the button in to eject the memory card.



REMOVE the memory card

PLACE memory card in your clear plastic data bag



ZIP THE BLACK PLASTIC TAB TO THE RIGHT TO CLOSE the clear plastic data bag, slide left top side of the black plastic tab into the left bottom side of the black plastic clasp and snap the lock down. Insert plastic seal. Return data bag to your canvas bag to be delivered to election central.

NOTE: The clear plastic data bag MUST be returned to election central on election night. You will not be released until this item is received. Be sure to return it in your canvas bag.

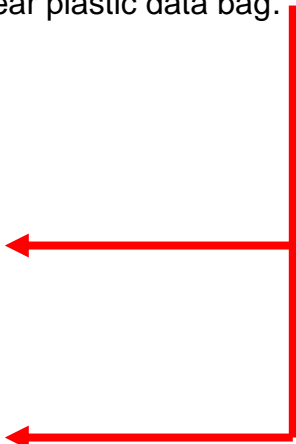


RE-SEAL the Plastic Security Bags around **THE AUTOMARK AND M-100**, using the red security seals provided in your supplies. Make sure to thread the pink “Tamper” sign onto the red security seal before threading it through the catch.



On the Precinct Security Log, notate the reason for changing the seal (i.e., open & close polls). Write the seal number for each on the log and initial next to the new seal numbers you have just entered on the log. Then fold and place the Log in the clear plastic data bag.

PRECINCT SECURITY LOG				
Precinct #100003		Inspector _____		
AutoMARK	Serial # 00040024	Flash Card # 000002	Flash Card Seal # 00119008	Security Bag Seal # 0002060
Change to AutoMARK, Flash card, and/or Security Seal(s)	Reason for change:	Reason for change:	Reason for change:	Reason for change:
	New Serial #	New Flash Card #	New Seal #	New Security Bag Seal #
	Election Officer Signature	Election Officer Signature	Election Officer Signature	Election Officer Signature
M-100	Serial # 000702	Memory Card # 000002	Memory Card Seal # 00119008	Security Bag Seal # 0002167
Change to AutoMARK, Flash card, and/or Security Seal(s)	Reason for change:	Reason for change:	Reason for change:	Reason for change:
	New Serial #	New Memory Card #	New Seal #	New Security Bag Seal #
	Election Officer Signature	Election Officer Signature	Election Officer Signature	Election Officer Signature



- ☐ ADD **LINE 2, 3, 4** and **5** and enter on **LINE 6**.
- ☐ **LINE 1** and **LINE 6** should balance.
- ☐ **LINE 5** and **LINE 7** should balance.
- ☐ TRY TO EXPLAIN difference if you do not balance.
- ☐ CHECK YOUR ADDITION if **LINE 1** and **LINE 6** do not balance and, if necessary, count everything a second time **only**. If you still do not balance, let the Elections Department worry about the difference.
- ☐ DO NOT SPEND too much time trying to balance. It is important that the ballots and clear plastic data bag get returned to Election Central as soon as possible.
- ☐ ONCE YOU HAVE BALANCED, or done your best, seal the ballot box with the "VOTED BALLOTS" seal. Place the sealed box of voted ballots back in the blue ballot bag and seal the zipper with the yellow seal provided in your supplies.
- ☐ Seal the box of unused ballots with the 'UNUSED BALLOTS' seal.

All officers must sign the seal PRIOR to sealing the box as it is very difficult to sign the seal once the boxes have been sealed.

MAKE SURE the Precinct Number is visible on the SIDE of the box.

- ☐ COUNT **VOTED VOTE BY MAIL BALLOT ENVELOPES**, which were placed in the blue ballot box throughout the day. (Record number on equipment usage stats.)
- ☐ PLACE the **VOTED VOTE BY MAIL BALLOT ENVELOPES** in **ENVELOPE AV-1**. ENTER total on front of **Envelope AV-1**.
- ☐ COMPLETE the "Certificate of Packaging and Sealing" and place top copy in Envelope 3.

Place a checkmark in the "Certificate of Packaging and Sealing" box on the front of Envelope 3.

- ☐ PLACE any loose voter registration cards received during the day inside Envelope # 3 with the "Certificate of Packaging and Sealing" and SEAL the envelope.

Enter the number of voter registration cards in the box provided on the front of Envelope #3.

- ☐ COMPLETE the "Certificate of Completion" found on the bottom of page 3 of ROSTER /INDEX.
- ☐ MAKE SURE all other envelopes (AV-1, 2, & 4) are sealed. (No official seals are required for these.)

- ☐ TAKE DOWN the booths and place back in the proper boxes.
- ☐ PLACE the pens, scissors, and other small miscellaneous supplies back into the ziplock bag.
- ☐ TAKE DOWN signs, flags, etc., and PLACE inside the now empty blue Ballot Box that is now the blue Supply Box.
- ☐ PLACE Ziplock Bag and Secrecy Folders inside the blue Supply Box.
- ☐ PLACE the **Roster / Index, sealed clear plastic data bag** all three copies of the Street Index and all other items which were **delivered in the Canvas Bag back into the Canvas Bag.**
- ☐ CLOSE up and lock the polls, leaving the room as neat as you found it.
- ☐ DELIVER all items **INCLUDING BOOTHS** to the **ELECTIONS OFFICE LOCATED AT 2 SOUTH GREEN ST, SONORA, DOWNSTAIRS. LEAVE THE AUTOMARK, PRECINCT SCANNER, AND HANDICAP ACCESSIBILITY EQUIPMENT AT THE POLLING PLACE – THEY WILL BE PICKED UP THE FOLLOWING DAY BY STAFF.**

REMEMBER: TWO Election Officers must deliver the ballots and supplies.

- ☐ **MAIL** the ***CERTIFICATE OF PACKAGING AND SEALING*** postcard immediately after the polling place is closed.

AN ELECTION OFFICER WHO WILL NOT BE DELIVERING THE BALLOTS AND ENVELOPE TO ELECTION CENTRAL MUST DO THIS!



**BRING EVERYTHING, EXCEPT THE
AUTOMARK, PRECINCT SCANNER,
AND HANDICAP ACCESSIBILITY
EQUIPMENT, TO ELECTIONS
CENTRAL!**

SECTION K

FREQUENTLY ASKED QUESTIONS:

1. **What do I do if one or more of the workers do not show up?**

You can ask a voter who comes in to vote to fill the vacancy or you can ask any registered voter in Tuolumne County to fill the vacancy (call a friend or relative).

You can also call **Election Central at 533-5570** for a replacement.

The worker **must** complete a worker application and W-9 form, (included in your supply box) and sign the payroll.

YOU must administer the oath and complete the Certificate of Filled Vacancies. Keep in mind you must have a minimum of three people.

2. **What do I do if I cannot get into the polling place?**

Call **Election Central at 533-5570 IMMEDIATELY** so we can get you in.

3. **What if I have a belligerent or drunk voter?**

If you cannot pacify him/her, call the Sheriff's Office at 533-5815 or 533-5855 and ask for assistance.

4. **What if I'm getting low on ballots?**

Call **Election Central at 533-5570**. DO NOT wait until your supply runs out.

5. **What if I'm missing a special envelope or have too many things to put into one envelope?**

There should be one or two extra plastic envelopes just in case. Write the corresponding envelope # on this second (replacement) envelope.

6. **How soon after election will we get paid?**

It takes three to four weeks to process the payroll. After the four weeks, you can call to find out where your check is. **Remember – if all precinct workers don't sign everything payroll will be delayed.**

7. **Can we eat at the polling place?**

It depends on where the polling place is located. Common sense and common courtesy should be your guide. **Food and beverages are NEVER allowed at the official table.**

8. What if a voter comes in who cannot see very well and would like help?

You should be available to help any voter. Just keep in mind that some people are sensitive and others might be voting at the same time so you should pitch your voice low and soft. **NEVER** tell the voter who to vote for, even if asked.

9. Can a husband & wife go into the booth together?

Yes. We must **offer** privacy. The voter is not obligated to use it.

10. What if the voter does not wish to use the booth?

That's fine - voter's choice. Remember, we offer privacy. The voter is not obligated to exercise that right.

11. What if the voter is not on either roster and insists he is eligible to vote in my precinct?

Under NVRA, if a registered voter moves within the same county, he/she can vote at his/her new polling place by provisional ballot.

He/she **must** complete a new registration card however. Follow the provisional guidelines found in Section "G".

SECTION L

FREQUENT PROBLEMS WE HOPE TO AVOID!

After the last election, we went through each precinct and made a list of the problems and errors, which seemed to be the most common and the most troublesome.

We hope, by listing them here, we can avoid repetition of these errors or at least reduce the number.

1. **Certificate of Packaging and Sealing:**

- a. Did not complete the Certificate of Packaging and Sealing and have everyone sign.
- b. Did not place the top portion of the Certificate of Packaging and Sealing in Envelope #3.
- c. Did not mail the bottom portion of the Certificate of Packaging and Sealing.

2. **Ballot Statement:**

Did not provide any explanation for why the statement did not balance.

3. **Declarations of Precinct Officers not completed by all Election Officers.**

4. **Payroll not signed by Election Officers once and Inspector twice.**

5. **Certificate of Completion (located at the bottom of Page 3):**

- a. Number of ballots used was not entered on the Certificate.
- b. All workers did not sign Certificate.

6. **Provisional ballots:**

- a. Checklists not complete or incorrectly completed.
- b. Voter did not sign the back of the pink envelope.

7. **Vote by Mail Envelope provided for voters who did not bring their envelope**

Name of voter was not **PRINTED** in the “address area” on the envelope. (If we can not read the name of the voter we can not count the ballot!)

SECTION M

TROUBLESHOOTING THE AUTOMARK

ERROR MESSAGE	PROBLEM	SOLUTION
Unrecognized Ballot	Unit did not recognize ballot. The ballot may not have been inserted properly or it is the wrong ballot type .	RE-insert ballot. Make sure the cut corner is on the upper right hand side.
Ballot Marked Successful	Ballot was cast but no printed ballot Was ejected from unit.	Insert the key into the key activated switch and turn it to the "TEST" position. Touch the "EJECT BALLOT" bar At the top of the screen and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR!
Ballot Returned Unmarked	Ballot was ejected before it was printed.	Voter may have accidentally touched the "EXIT Return Ballot" button. Or, ballot was misfed. Reinsert ballot.
Marked Ballot Inserted	Marked ballot was reinserted into the unit.	Voter may reinsert the ballot to verify the AutoMark can read the choices. NO CHANGES may be made, however.
Printer Malfunction	Paper jam, paper too long/short	Verify stub was removed from ballot.
Paper Misfed	Ballot was not inserted properly and may have jammed. OR Ballot was not returned after "MARK BALLOT" was selected.	Reinsert the ballot making sure it is straight and the cut corner is on the upper right hand side and that the stub has been removed. If the ballot was not returned, insert the key into the key activated switch and turn it to the "TEST" position. Touch the "EJECT BALLOT" bar at the top of the screen and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR!
Battery Low or Running on Battery	Battery power is low and a yellow rather than a green light appears above the "ON" switch.	Check to make sure the unit is plugged in correctly.

TROUBLESHOOTING THE PRECINCT BALLOT COUNTER

PROBLEMS THAT MIGHT OCCUR DURING THE SETUP PROCEDURES

- The seal on the Memory Card Door is broken or missing.

CALL the Elections Office IMMEDIATELY at 533-5570.

- The “Zero Report Tape” will not print.

MAKE SURE the Precinct Ballot Counter is plugged in and that the outlet has power. (Plug a booth into the same outlet to see if the light will turn on.)

UNPLUG and then RE-PLUG the unit.

- The “Zero Report Tape” shows votes have already been cast.

CALL the Elections Office IMMEDIATELY at 533-5570.

- The tape is printing but not advancing.

TRY pulling on the tape to help it activate.

CHECK the tape spool to make sure it is in place.

PRESS the ridged area at the back of the printer cover to remove lid.



IF THESE STEPS DO NOT SOLVE YOUR PROBLEM, **CALL THE ELECTIONS OFFICE IMMEDIATELY: 533-5570.**

WE WILL ASSIST YOU IN FINDING A SOLUTION TO THE PROBLEM OR INSTRUCT YOU ON INTERIM PROCEDURES.

HOW TO READ AND SOLVE PROBLEMS SHOWN ON THE LCD SCREEN		
ERROR MESSAGE	PROBLEM	SOLUTION
Ballot Jammed OR Ballot Skewed	The ballot stopped moving through the counter	<p>Pull out and check the back of the counter to be sure there is nothing blocking the path and that the counter is seated properly on the mounting rails.</p> <p>If the counter is not aligned with The slot in the recessed area of the ballot box all ballots will jam.</p> <p>Pull out and reinsert the ballot. If the counter will not accept it place it in the Auxiliary Bin for processing at the Elections Office.</p> <p>If the jamming persists, call the Elections Office IMMEDIATELY for assistance.</p> <p>In the meantime, place all voted unscanned ballots in the Auxiliary Bin.</p>
Ballot Too Long	Ballot is longer than the counter has been programmed to read.	<p>Press the button under "REJECT".</p> <p>Remove the stub from the ballot and reinsert.</p>
Blank Ballot OR Error Reading Ballot OR Unidentified Mark	Ballot could not be read by the counter.	<p>Inform voter that his/her ballot Was read as a blank ballot.</p> <p>Press the button under "REJECT" to return the ballot to the voter to either vote the ballot or, if voted, to darken the ovals so the scanner can read the selections.</p> <p>If the voter chooses to "vote" the ballot, press the button under "ACCEPT" to override the error message and have the ballot scanned and counted as marked.</p>

ERROR MESSAGE	PROBLEM	SOLUTION
<p>Over vote contest (name of contest)</p> <p>NOTE: The message will give only the name of the first over voted contest.</p>	<p>Number of votes exceeds the number of allowed votes.</p>	<p>Explain to the voter that he/she has over voted a race.</p> <p>Ask the voter if he/she wishes to have the ballot accepted or rejected.</p> <p>Press the button under the selected option to cast or retrieve the ballot.</p> <p>NOTE: If the voter desires to retrieve the ballot, the ballot must be spoiled and a new ballot issued.</p>
<p>Warning: The unit is on Battery Power</p>	<p>The connection has been broken or a power outage has occurred</p>	<p>Check both the wall socket connection and the unit connection.</p> <p>If this does not solve the problem, <u>CALL THE ELECTIONS OFFICE IMMEDIATELY -533-5570.</u></p>
<p>PROBLEMS WHICH MAY OCCUR ON SETUP OR CLOSING THE POLLS</p>		
<p>Error Reading Memory Card</p>	<p>Counter is not recognizing the Memory Card.</p>	<p><u>CALL THE ELECTIONS OFFICE IMMEDIATELY – 533-5570</u></p>
<p>Unable to Close the Election</p>	<p>Software cannot access the Memory Card.</p>	<p><u>CALL THE ELECTIONS OFFICE IMMEDIATELY – 533-5570</u></p>

IF THE RECOMMENDED SOLUTIONS ABOVE ARE NOT SOLVING YOUR PROBLEM, CALL US IMMEDIATELY: 533-5570.